Iowa Department of Administrative Services
Government's Partner in Achieving Results
DAS

Governor Terry E. Branstad
Lt. Governor Kim Reynolds

Mike Carroll, Director

Concept Paper # 220

Presented to the Department of Administrative Services (DAS)
Date Prepared: September 18, 2012

Name of document to be reviewed: Short-term Software Developer/Programmer Staff Augmentation for Iowa Department of Revenue Imaging Project

(Please check one item listed in the following two sections)

Document for review and approval:

__ **Request for Proposal (RFP)**	__ **Sole Source Procurement**
__ **Request for Service (RFS)**	__ **Statement of Work**
__ **Request for Quote (RFQ)**	**X_ Staff Augmentation**
__ **Invitation to Qualify**	__ **Master Agreement Purchase**

NOTE: Sole source procurements will also need authorization from DAS Procurement for this type of purchase. Please also contact DAS Procurement at this location:
http://das.gse.iowa.gov/procurement/solesource%202010.pdf

Document for review only:

   __ **Master Agreement**   __ **Request for Information (RFI)**

Agency: Iowa Department of Revenue_____

   RFP Reference #:

   Release Date:

This project is requesting IOWAccess funds: Yes ___   No X__

NOTE: IOWAccess concept papers are to be sent to Wes Hunsberger (Wes.Hunsberger@iowa.gov) for an internal DAS review.

Projected cost over $50,000?   Yes ___   No _X_

Projected agency staff hours over 750?   Yes ___   No _X_

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Project Cost, Funds and Funding Source:

Please list the internal and external resources/costs for the purchase:

Internal Resources/Costs: Estimated $49,000 split 75% IDR Collections Funds/25% IDR Tax Gap Funds

External Resources/Costs:

Timelines: IDR seeks to bring in one staff augmentation software developer/programmer as soon as possible for a period of sixteen weeks.

Goal: Provide staff augmentation to complete a critical new imaging application to reduce dependency on an aging check processing system by January 2013.

Background: IDR currently depends on an aging check processing system. The system hardware is out-of-date and it is difficult to obtain replacement parts. The system software also is old and cannot be enhanced or updated. **Jeff Franklin reports this legacy solution is the number one security issue for IDR**. IDR has invested in imaging technology, procuring two OPEX 7200 series scanners in 2011 and two additional scanners in 2012. IDR is currently utilizing these scanners for imaging of individual income tax returns and will soon also be scanning Declaration of Value documents received for sale of Iowa property.

IDR has initiated a project to move check processing off of the existing check processing system. Checks and associated payment vouchers will be scanned utilizing the OPEX scanners, payment processing applications will be written, and electronic accounting of funds will be used. Accounts receivable payments will be implemented first. This will be followed by individual income/corporation tax payments and estimated payments.

IDR requires staff augmentation to complete this project by January 2013. A software developer/programmer with skills in .Net middle-tier application development, data transformation (BizTalk preferred), and imaging processing is being sought to assist with this project.

Expected Results:

What are the tangible and intangible benefits of this purchase for this agency and/or state government? Development of the check imaging/processing system will enable IDR to successfully continue to process check payments received without having to rely on old check processing equipment that is prone to failure. This will allow the IDR business units that process payments to continue to function efficiently and for payments to be quickly deposited for distribution of funds to the State. This solution will eliminate our overall security issues with this legacy system and lead the way to the eventual use of Check 21.

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Can these benefits be quantified in financial terms? If yes, please explain.
   No

How will you be more effective as a result of this purchase?
   Yes, the new check imaging/processing system will handle and process checks more efficiently and will be much less prone to failure. **Security risk will be mitigated**.

How will service to your customers be enhanced as a result of this purchase?
   Faster initial processing of check payments. **Security risk will be mitigated**

Testing and Acceptance: All applications developed will be tested in accordance with Department and Enterprise security and SDLC requirements.

Some of the Interested Parties: IDR staff; particularly in the Processing, Accounts Receivable, Collections, and Customer Accounts areas. Wells Fargo as the State's bank receiving the funds.

Some of the Recipients of this Service: IDR staff; particularly in the Processing, Accounts Receivable, Collections, and Customer Accounts areas. Wells Fargo as the State's bank receiving the funds.

Standards: All applications developed will be tested in accordance with Department and Enterprise security and SDLC requirements.

Architecture: IDR will maintain consistency with Department and Enterprise architectural requirements. The architecture will include OPEX scanning equipment, PaperVision image repository, Microsoft BizTalk server and .Net application middleware, Check 21, and SQL Server database.

Business Continuity / Disaster Recovery: Application developed will be incorporated into COOP/COG planning. **This system has a COOP/COG rating up requiring less than one week down time.**

State CIO's action:
Authorize this IT procurement   Yes _X_   No ___

State CIO's signature and date:

The above IT procurement concept approved by Bob von Wolffradt on __9/18/12__

Comments: **None.**

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